

Call for Presentation Proposal

Interface Professional Development Event 2005 “Exploring the Path to Success”



Interface is a statewide science and mathematics professional development event presented by the Missouri Department of Elementary and Secondary Education. Interface is for all educators interested in science and mathematics. This professional development event allows practitioners to discuss and share best practices in their field.

While any presentation may include up to three presenters, fee reductions/waivers will only apply for up to two presenters. Presenters are expected to provide a well-planned, interactive, and meaningful experience for practitioners. Handouts are required and may be subject to preview. Presenters are responsible for all materials/printing costs associated with their presentation.

Your proposal must be complete and provide specific information so that reviewers can complete the scoring guide. The Interface Steering Committee will consider and score each proposal. **Selected presenters will be notified by October 1, 2004.**

If you are selected to present, you (and your co-presenter, if applicable) will receive compensation based on the following criteria:

- ♦ **6-Hour presentation (or longer)** will receive paid registration, two (2) nights lodging, and mileage reimbursement.
- ♦ **3-Hour presentation (presented twice)** will receive paid registration, two (2) nights lodging, and mileage reimbursement.
- ♦ **3-Hour presentation** will receive paid registration and two (2) nights lodging.
- ♦ **90-Minute presentation (presented twice)** will receive paid registration and two (2) nights lodging.
- ♦ **90-Minute presentation** will receive half-price registration and two (2) nights lodging.
- ♦ **45-Minute presentation (presented twice)** will receive half-price registration and two (2) nights lodging.

Proposals must be postmarked no later than July 30, 2004 and sent to:

**MU Conference Office
Attention: 2005 Interface Proposal Submission
344 Hearn Center
Columbia, MO 65211**

Selling of materials and/or the advertising of services
during your presentation is prohibited.

Part I: Presenter Information		
Fees are waived and/or reduced for presenters, depending on the length and type of presentation provided. While any presentation may include up to three presenters, fee reductions/waivers will only apply for up to two presenters. All correspondence will be sent to this person.		
Name:		Title:
School District or Organization:		
Home Address:		City/State/Zip:
Daytime Phone:	Fax Number:	E-mail address:
Co-Presenter Information (if applicable): for program information and fee reduction purposes		
Name:		Title:
School District or Organization:		
Home Address:		City/State/Zip:
Daytime Phone:	Fax Number:	E-mail address:
Co-Presenter Information (if applicable): for program information purposes only		
Name:		Title:
School District or Organization:		
Home Address:		City/State/Zip:
Daytime Phone:	Fax Number:	E-mail address:
Part II: Proposal Information		
Presenters are expected to provide a well-planned, interactive, and meaningful experience for practitioners. Handouts are required and may be subject to preview.		
<u>Workshop Hands-On:</u> Practitioner will be actively engaged with hand-on activities which may or may not use equipment (e.g., science experiments, PDAs, computers, digital cameras, etc.) at least 75% of the time.		
Length of Session: <input type="checkbox"/> 3-hours <input type="checkbox"/> 6-hours <input type="checkbox"/> 9-hours <input type="checkbox"/> 12-hours Practitioner Skill Level: <input type="checkbox"/> Novice <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced		
<u>Seminar/Demo:</u> Workshop content may be presented in a demonstration, discussion, and/or lecture format; however, practitioners must be actively engaged in some form of individual or small group, non-equipment-based activities.		
Length of Session: <input type="checkbox"/> 3-hours <input type="checkbox"/> 6-hours <input type="checkbox"/> 9-hours <input type="checkbox"/> 12-hours Practitioner Skill Level: <input type="checkbox"/> Novice <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced		
<u>Concurrent Hands-On:</u> Practitioner will be actively engaged with hand-on activities which may or may not use equipment (e.g., science experiments, PDAs, computers, digital cameras, etc.) at least 75% of the time.		
Length of Session: <input type="checkbox"/> 90-minutes <input type="checkbox"/> 45-minutes Practitioner Skill Level: <input type="checkbox"/> Novice <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced		
<u>Seminar/Demo:</u> Workshop content may be presented in a demonstration, discussion, and lecture format; however, practitioners must be actively engaged in some form of individual or small group, non-equipment-based activities.		
Length of Session: <input type="checkbox"/> 90-minutes <input type="checkbox"/> 45-minutes Practitioner Skill Level: <input type="checkbox"/> Novice <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced		
<u>Audience:</u> Select all that apply: <input type="checkbox"/> Teachers <input type="checkbox"/> Administrators <input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Technology		
<u>Choose one:</u> <input type="checkbox"/> PreK-2 <input type="checkbox"/> 3-5 <input type="checkbox"/> 6-8 <input type="checkbox"/> 9-12 <input type="checkbox"/> Adult/Post-Secondary		

Title of presentation: (limit 10 words)

Presentation description: (limit 50 words)

Show-Me Standard(s) addressed (limit 3)

Grade-Level Expectation(s) addressed (limit 3)

Equipment requested and planned use:

Will you be using hazardous materials during your presentation? ____ Yes ____ No

If so, what are those materials?

(A signed NSTA Safety Guideline will be required for presentations using hazardous materials.)

Part III: Strand

Strand: Select one ____ Curriculum ____ Instructional Strategies ____ Assessment ____ Leadership

Part IV: Proposal Summary

For **45- and 90-minute session proposals**, respond to items 1, 2, 3, and 6. For **three-hour and longer session proposals**, respond to all of the following items to create your summary. The committee will evaluate the proposal based on the published scoring guide. For accepted proposals, this information will be made accessible to practitioners in the registration brochure. Make sure all content is suitable for public consumption.

1. **Theme:** Identify how your proposal addresses the theme of the professional development event.
2. **Organization:** Provide an outline of your presentation, which details practitioners activities. Be sure to include:
 - a. **Format:** Format of the presentation (lecture, conversation, interactive, lecture-interactive, etc.)
 - b. **Content:** Summary of the content of the presentation
 - c. **Timeline:** Timeline of activities including the estimated time spent on each component
 - d. **Practitioner Interaction:** The degree of interaction between the practitioners and 1) the content of the presentation and 2) other practitioners attending the presentation
3. **Timeliness:** Identify the critical or problematic current issue which will be presented.
4. **Knowledge Base:** Provide information concerning the following. What “new” knowledge does this presentation address? If the knowledge is not “new”, what is “new” about the way it is applied, addressed, or presented?
5. **Significance to Education:** Provide information concerning the connection of this presentation within the larger context of teacher education/professional development.
6. **Practitioner Outcomes:** Identify the intended practitioner outcomes and how they will be measured.
7. **Scholarship:** Provide bibliographic information for any books, periodical articles, web sites, etc. you have reviewed, read, or quoted in your presentation.
8. **Integrating Technology:** Provide information concerning the integration of technological tools during the PDE.
9. **Presenter/Co-Presenter background and qualifications:** Provide qualifications and experience with the proposed topic. List any previous presentation experience including approximate dates and length of presentation(s).

Evaluation Criteria	Needs Revision (0 to 1 point)	Adequate (2 to 3 points)	Exemplary (5 points)	Points
Theme Proposal addresses the conference theme.	Proposal is not related to the theme.	Proposal is tangentially related to the theme; suggests some issues/ dilemmas.	Proposal clearly addresses the conference theme; explores related issues/dilemmas.	_____ of 5
Organization				
Format and Content Proposal provides a clear description format and content.	Unclear what will occur during the presentation.	Describes what will occur during the presentation.	Clearly describes what will occur during the presentation. Addresses all components of the presentation.	_____ of 5
Timeline and Interaction Proposal provides a clear timeline of activities and engagement of practitioners.	Unclear what the activities and interaction will be during the presentation.	Describes the timeline of activities and interaction during the presentation.	Describes a clear, detailed picture of the timeline of activities and interaction during the presentation.	_____ of 5
Timeliness Proposal is timely; addresses a critical issue in the profession.	Proposal content does not address a significant current issue in the profession.	Proposal content addresses a significant current issue in the profession.	Proposal is timely; content addresses one of the most critical or problematic current issues in the profession.	_____ of 5
Knowledge Base Proposal advances the knowledge base of the profession.	Content of proposal is redundant, outdated, or draws little from the appropriate knowledge base.	While proposal does not break new ground, it reinforces current knowledge base.	Addresses “new” knowledge or looks at “old” knowledge in a new way.	_____ of 5
Significance To Education Proposal provides conclusions about focus of the work and the issue in broader context.	Fails to draw conclusions about the focus of the work or its place in the larger context of teacher education.	Draws some conclusions about the focus of the work and its place in the larger context of teacher education.	Identifies significant issues and/or questions about work and its place within the larger context of teacher education.	_____ of 5
Practitioner Outcomes Proposal includes a clear description of practitioner outcomes and how measured.	Lacks a description of practitioner outcomes.	Provides a description of practitioner outcomes but there is no mechanism for measurement or seems inappropriate.	Provides a clear and convincing picture of practitioner outcomes and how they will be measured.	_____ of 5
Scholarship Proposal provides a clear conceptualization of scholarship.	Lacks a scholarly argument/rationale or the one provided makes no sense. Literature cited is inappropriate or dated; or there is no literature cited.	Scholarly argument/rationale is presented but it is difficult to follow. Cites appropriate literature but significant sources are missing.	Scholarly argument/rationale is carefully crafted, clear, and concise. Cites appropriate literature.	_____ of 5
Integrating Technology Proposal identifies the integration of technological tools before, during, and after the PDE	Technology is not a component or does not add to the presentation of information.	Technology is used to facilitate learning during some of the PDE (before, during, or after).	Technology is used to enhance the practitioner’s ongoing learning before, during, and after the PDE.	_____ of 5
Overall Proposal will likely result in meaningful and lasting instructional improvement.	Proposal does not have an instructional focus.	Instructional focus of the proposal has limited impact on current practice.	Instructional focus of the proposal expands or enhances current practice.	_____ of 5

COMMENTS:
